



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

## INVITES APPLICATIONS FOR: POLICE SERVICES OFFICER

Salary Range (monthly)

\$2,900 - \$3,045 - \$3,167 - \$3,358 - \$3,526

Currently one (1) position open

**Final Filing Date: Thursday, May 29, 2008 by 5 pm**

This is a promotional and open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply.

**Position:** Under general supervision to perform a wide variety of responsible clerical and parking enforcement duties in the Police Services Unit of the Police Department; and to provide assistance and information to Department staff and the public.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

**Education and Experience:** Two (2) years of responsible clerical experience in a modern office environment

Equivalent to successful completion of the twelfth grade (GED or High School Graduation).

**Physical and Other Requirements:** Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

**Special Requirements:** Essential duties require the following physical skills and work environment:

Ability to pass a records check and fingerprinting.

Ability to work in a standard office environment.

**Other:** Bilingual skills are desirable.

**License & Certificate:** Possession of an appropriate, valid California driver's license is required.

**A typing certificate, obtained within the last six months with a minimum of 35 wpm, must be submitted with a completed application to the Human Resources Division.**

**Examples of Duties:** *Responsibilities and duties may include, but are not limited to, the following:*

Operate various office equipment, including a computer, fax machine, copy machine, printer and typewriter. Using the above equipment, enter, record and file a wide variety of police records, reports and materials, including memos, letters, reports, complaints, citations, crime reports and traffic collision reports. Assemble, code, record and summarize a variety of police records data, including serious crime offenses, stolen vehicles, and other crime reports. Sort, file, copy and distribute crime reports, traffic collision reports, citations, petitions and other materials to appropriate personnel. Assist department personnel and the public in person and by telephone, including retrieving information and files, mailing out requested reports to other criminal justice agencies and the general public in accordance with established regulations, and providing general information regarding department policies, procedures and regulations. Operate various computer programs, including word processing, spreadsheets, data bases and communications software to prepare various reports, records, memos, letters and other material, both for internal and external distribution. Prepare and maintain the court calendar for officers; log subpoenas for service. Receive and verify monies for crime reports; process and maintain related records for Finance Department. Patrol city parking facilities and streets on foot and in a vehicle to enforce parking ordinances; monitor and document citations; respond to public concerns. Reports repairs of city traffic lights and signs to proper agency. Maintain activity and citation and logs; appear in court to present evidence for disputed citizens. Keep vehicle supplied for work shift; notify other staff of major repair needed. Communicate in both English and Spanish with citizens as needed. May, if a female Police Services Officer, perform matron duties in the absence of a female Police Officer.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division located at 375 Fifth Street, Hollister, CA 95023, (831) 636-4308. Applications may be downloaded from our web site at [www.hollister.ca.gov](http://www.hollister.ca.gov). Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or the Police Department. Following the examination process, successful candidates are placed on an employment list. Candidates will be drawn from this list and must submit to and pass a background investigation including a polygraph examination. Candidates receiving a conditional job offer must complete and pass a psychological evaluation and post-offer medical examination and drug screen.

**Written Exam:** The written exam is scheduled for Tuesday, June 3, 2008. Detailed information regarding the exam will be sent out prior to the examination date.

Candidates are encouraged not to quit or give notice to present employers until the background, polygraph, psychological evaluation and medical examination has been completed and passed. The medical records shall be maintained in a confidential manner. Upon employment, a twelve (12) month probationary work period is required.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Group Insurance:** Employee premiums paid by City through cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of plans through CalPERS Health. City paid contributions are made toward dependent coverage for medical, dental & vision insurance.

**IRS Flexible Spending Plan:** IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums & dependent care expenses.

**Retirement:** PERS Non-Safety - 2% @ 55

**Long Term Disability Insurance:** 90 day waiting period; and a minimum scheduled benefit of 60% of gross salary to a maximum of \$2000 monthly.

**Life Insurance:** City pays \$50,000 Life & AD&D Insurance.

**Deferred Compensation:** Optional Voluntary 457 Plan available.

**Vacation Leave:** 10 days per year, increased to 15 days per year after 5 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision

**Holiday Pay:** Twelve and a half paid holidays per year.

**Bilingual Pay:** City pays \$125 per month.

**Other Benefits:** Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Bonus, Uniform Allowance and credit union privileges.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE:** May 12, 2008

